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23 September 1955

MEMORANDUM FOR: Director of Communications

SUBJECT : Use of Teletype Tapes in the Preparation of Reproducible Masters

1. As a part of the Cable Secretariat Management Improvement Program, it is my policy to visit or to have members of my Staff visit other Agencies performing functions similar to those of the Cable Secretariat.

2. As a part of this program, [] on 21 September visited Mr. Kreer and Mr. Newton of the Office of Communications and Records, Department of State. In discussions concerning typing, proofing and reproducing problems, Mr. Newton stated that the Department had reduced their workload in this field through the use of the Flexewriter utilizing a teletype tape generated automatically in the decipherment process for cables transmitted in the one-time tape system. In response to [] query as to format of such cables, Mr. Newton replied that the Department had modified their internal format to provide the exact format desired in the issued copy. To ensure accuracy of transmission, digits and unusual words were confirmed between parts of the message.

3. You will recall that in October 1954 [] submitted for your informal comment a proposed tentative Award suggestion that the Office of Communications modify Communications procedures to permit the utilization of teletype tapes to produce reproducible masters. In a memorandum to [] dated 12 January 1955, you stated that the suggestion was not feasible and cited your reasons therefor.

4. Since the Department of State is utilizing what appears to be the essence of [] suggestion, I wonder if you might not want to reexamine the matter. If, upon further review, you find that it is possible

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to modify Communications procedures so that the Signal Center can furnish the Cable Secretariat a teletype tape concurrently with teletype copy. I believe that it would be possible to utilize these tapes in Flexowriters in the Cable Secretariat. Mr. Newton estimated that it was his experience that one typist utilizing teletype tapes and the Flexowriter machine was able to prepare masters at a rate equivalent to the output of three typists preparing such masters manually. If we are successful to a like extent it is possible that the Cable Secretariat could reduce its Typing Staff by one-half to two-thirds, and thus effect an annual monetary saving of as much as \$50,000.00 per year.


Cable Secretary

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